

ADULT SERVICES PROGRAM PROPOSAL FORM

Organization Name

Contact Name

Address

Telephone

Email

Web Site URL (if applicable)

Fax

Title of Program

Description of program (3-4 sentences)

Length

Estimated Cost of Program

Target Audience and Estimated Audience Size

Preferred Date(s) and Time(s)

Explain how the program compliments the library's collection, services, goals and interests of the community.

Supplies/Equipment Needed

Any Additional Needs

Book/Film Titles (if applicable)

ADULT SERVICES PROGRAMMING GUIDELINES

Program proposals from the public which complement the Library's collections, services, and goals are chosen by a staff committee according to the needs and interests of the community, the suitability of the library location's physical space, cost effectiveness, and the program's contribution to the Library's overall schedule of events. The programs must comply with the Library's meeting room policies, which mandate the program be open to the public free of charge. Individuals and organizations interested in partnering with the Library are invited to submit a proposal according to the schedule below.

Proposal Submission Deadline For Programs Which Take Place

- September 1 : December, January, February
- December 1: March, April, May
- March 1: June, July, August
- June 1: September, October, November

If the Program Proposal is accepted

The Elmwood Park Library will:

- Identify a staff member who will serve as your contact
- Provide a space and set-up
- Assist with appropriate publicity, as needed *

The partnering organization or individual will:

- Provide a contact person who is authorized to make decisions and will attend your program
- Work with the Library contact person to coordinate publicity, meeting publicity deadlines and providing complete information *

* The Elmwood Park Library reserves the right to review all publicity before it is distributed.